**RISK ANALYSIS AND MANAGEMENT SYSTEM**

**ACTIVITY/SITUATION: DUNDLE HILL WALK**

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| **Analysis** | **Description** | | |
| **UNDESIRED EVENT(S)**  **Accident, injury, other forms of damage** | Psychological distress – fear of dark/unknown  Becoming lost  Damage to natural resources  Drowning  Becoming lost or disoriented  Injury caused by electric fence and livestock | | |
|  | **People** | **Equipment** | **Environment** |
| **CAUSAL**  **FACTORS** | Poor behavioural management or communication  Peer pressure  Hyperactivity  Unfit students/adults  Undisclosed medication/illness  Lack of understanding of activity (parents) | Unsuitable clothing and footwear  No food or drink | Cold  Wet  Slippery surfaces  Loose rocks  Confined spaces  Heavy rainfall |
|  | **Normal Operations** | | |
| **RISK**  **MANAGEMENT STRATEGIES** | Appropriate adult : student ratio – 1:7 (1:4 for 5-7 year olds)  Clear briefing to parents and students (see later notes).  List of medical conditions of students and any given medication (held by the teacher). | Take own first aid kit | Continuous monitoring of rainfall and track conditions  Contact Waitomo Luminosa for alternative programme if too wet |
|  | **Emergency** | | |
|  | First Aid kit and teacher/adult trained in first aid.  Parents/students report injury/accident or near accident to Teacher immediately. Teacher co-ordinates emergency procedures.  Cellphone coverage on majority of Walk and at Kays Cabin.  Phone 111 for an emergency | | |

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| RELEVANT INDUSTRY STANDARDS APPLICABLE | All structures along the walkway comply with relevant codes. | | |
| POLICIES AND GUIDELINES RECOMMENDED | Ministry of Education “EOTC Guidelines – Bringing the Curriculum Alive” 2009  Disclosure of any medical problems in the group – (teacher to have class list).  Planning to include food/drinks for pupils.  Alternative programme has been considered if there is bad weather  1-4 client ratio near water | | |
| **SKILLS REQUIRED BY STAFF** | Good communication with adults and students to set and carry out risk management strategies.  Consistent behavioural management techniques used  Bring own first aid kit | | |
|  | **Choose One** | | |
|  | **Accept** |  | **Reject** |
| **FINAL DECISION ON IMPLEMENTING ACTIVITY** | **Comments:** | | |

**Some Suggestions for managing student groups in the Outdoors:**

* Break down students into smaller groups and assign them with an adult (assess behaviour management of students and place them with an appropriate adult).
* Ensure that the first group of adults are aware of appropriate reassembly points (all adults have access to a map), this is particularly important in keeping the group together and ensuring that students are made aware of significant features of the environment.
* An emergency signal is available (eg adults at the front and back of group have a whistle to attract help) and all students and adults know they need to stop when they hear it and only one or two adults/teacher returns towards the sound (in the event of a wasp/bee swarm it is important that other students do not move towards the noise!).
* If an accident/injury does take place the teacher should leave the injured person with an adult and take the rest of the group to safety while another adult accesses help.
* Ensure all students are clear on what they should do if they get separated from the group (i.e. sit down and wait for help).